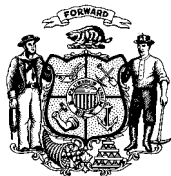


DEPARTMENT OF WORKFORCE  
DEVELOPMENT  
Secretary Roberta Gassman  
201 East Washington Avenue  
P.O. Box 7946  
Madison, WI 53707-7946  
Telephone: (608) 266-7552  
FAX: (608) 266-1784  
www.dwd.state.wi.us



State of Wisconsin  
Governor Jim Doyle

DEPARTMENT OF HEALTH AND  
FAMILY SERVICES  
Secretary Helene Nelson  
1 West Wilson Street  
P.O. Box 7850  
Madison, WI 53707-7850  
Telephone: (608) 266-9622  
FAX: (608) 266-7882  
www.dhfs.wisconsin.gov

TO: Economic Support Supervisors  
Economic Support Lead Workers  
Training Staff  
Child Care Coordinators  
W-2 Agencies  
Workforce Development Boards  
Job Center Leads and Managers

FROM: Amy Mendel-Clemens  
Communications Section  
Bureau of Health Care Eligibility

#### BHCE/BWP OPERATIONS MEMO

No: 04-01 Corrected

DATE: 01/23/2004

FS [X] MA [X] SC [X] CTS[X]

CC [X] W-2 [X] FSET [X]

EA [X] CF [X] JAL [X] JC [X]

RAP [X] WIA [X] WtW [X]

Other EP [X] ★

PRIORITY: HIGH

SUBJECT: Operations Memo Changes

**CROSS REFERENCE:** None

**EFFECTIVE DATE:** Immediately

#### PURPOSE

This memo outlines the changes made to the Operations Memo template program designation box.

#### BACKGROUND

The Operations Memo template contains a program designation box where the program affected by the topic of the memo can be highlighted. The appropriate program is checked allowing the reader to selectively view released memos important to them. The program designated box contained only the following codes, Non W-2, W-2 and CC.

The limited number of program designations created confusion with some readers. The decision to expand the program designation choices was made to include all TANF-related and Income Maintenance assistance programs administered through the Department of Health and

Family Services and Department of Workforce Development. Choices for Workforce Investment Act and other Job Center programs have also been added.

## **POLICY**

The following program designations on the 2004 Operations Memo series:

Program Categories	Program Code
Caretaker Supplement	CTS
Child Care	CC
Children First	CF
Emergency Assistance	EA
Food Stamps	FS
Food Stamp Employment and Training	FSET
Job Access Loan	JAL
Job Center	JC
Medicaid	MA
Refugee Assistance Program	RAP
Senior Care	SC
Welfare to Work	WtW
Workforce Investment Act	WIA
Wisconsin Works	W-2
Other Employment Programs	Other EP

The appropriate program, based on the topic discussed in the Operations Memo, will be checked in the program designation box. A listing of the entire program name, associated with its abbreviation, will be listed at the end of each memo released (see below).

## **CONTACTS**

BHCE CARES Information & Problem Resolution Center

Email: [carpolcc@dhfs.state.wi.us](mailto:carpolcc@dhfs.state.wi.us)  
Telephone: (608) 261-6317 (Option #1)  
Fax: (608) 267-2269

Note: Email contacts are preferred. Thank you.

★Program Categories – FS – Food Stamps, MA – Medicaid, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – Food Stamp Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WtW – Welfare to Work, WIA – Workforce Investment Act, Other EP – Other Employment Programs.